

UNIVERSITY OF OREGON

ACADEMIC SUPPORT ACCOUNTS

Academic Support Accounts promote the activities of faculty as they fulfill their academic mission. These funds are available to tenured and tenure-track faculty to enhance instruction, research, and other scholarly activities and services at the University.

WHO IS ELIGIBLE

All UO teaching faculty in tenured or tenure-track positions, holding the rank of Professor, Associate Professor, Assistant Professor, tenured Senior Instructor, or tenure-track Instructor, with an annualized FTE of .50 or more for the academic year.

WHO IS NOT ELIGIBLE

Individuals who are officers of administration, and the president, vice presidents, and deans are not eligible. Faculty on Leave Without Pay are not eligible to receive additional funding in the year of leave, but may spend balances from prior years. Faculty with 600 hour appointments are not eligible to receive new funding and have one year to spend their prior year ending balance.

AMOUNT AVAILABLE

\$1,000 for FY 2006-07 is available to each eligible faculty member. These funds are in addition to funds remaining in a faculty member's ASA account at 6/30/06. Faculty may spend the funds for allowable expenses at any time during the fiscal year. Balances remaining at the end of a fiscal year (June 30) will automatically be carried forward to the next fiscal year for faculty who continue to qualify for the program.

OVERALL PROCESS

Eligible faculty, designated by the Provost's Office, are assigned indices and activity codes by the Office of Resource Management. All transactions (budget and expenditure) for ASA funds must be coded with the proper index and activity code.

Since the funding for these accounts comes from the state general fund, all university and state purchasing guidelines and procedures, including price agreements, must be followed. This includes the requirement to inventory individual purchases of \$5,000 or more, and to adhere to state guidelines regarding the use of state property at off-campus sites.

Travel must be related to professional development or research as a faculty member. All normal travel regulations must be followed.

All equipment, books and other supplies purchased with ASA funds remain the property of the UO. This includes purchases which combine funds, and applies even if the majority of funds are from another source, such as a faculty's personal income. Costs for purchase of equipment will be paid directly to vendors and will not be reimbursed directly to faculty.

Requests for budget transfers between ASA accounts must be approved by the appropriate Deans. Requests to aggregate funds from different faculty ASA accounts must be sent to the Office of Resource Management to ensure proper treatment of each faculty member's balance. Joint purchases by faculty may be handled at the time a purchase requisition is made by properly coding the indexes and activity codes to be charged.

All budget changes to ASA accounts must be approved by the Office of Resource Management.

NON ALLOWABLE EXPENSES

Expenditures may not exceed the existing balance.

Specific expenditures not allowed include: salary augments to any UO faculty member, normal departmental or school operating expenses, vacation travel and expenditures for personal business.

ACCOUNTS AT UNIVERSITY BOOKSTORE

Individual faculty members will have accounts established at the UO Bookstore. The Bookstore will charge individual ASA accounts for purchases from these funds, eliminating the need for faculty to have a purchase order. The U of O still has price agreements with outside vendors. If they offer a better price, you must use them.

DISPOSITION OF FUNDS

In the event that a faculty member, having a balance in their Academic Support Account, ceases to be eligible for the program, the remaining balance accrued to that individual will be returned to campus control. Examples where this situation can occur are: retirement, resignation, death, and reduction in the percent of appointment (ie change to less than 0.50 FTE).

APPEAL PROCESS

In the event that a faculty member believes that the above procedures should not apply to a specific situation, an appeal process is available. To request an exception to the stated policy, an individual must request an exception in writing to the Provost. Decisions from the Provost will be considered final.